

**Arts and Science Faculty Council
Meeting of Friday, September 17, 1999**

Present: M. Singer, Chair; B. Harris, Secretary; M. Allor; P. Bird; P. Bright; J. Bottenburg; B. Byers; T. Byrnes; J. Capobianco, Y. Chaubey; D. Cheeke; A. Cleghorn; D. Fairbairn; G. Fidler; M. Gasher; R. Hale; I. Irvine; D. Kapa; B. Kilgour; W. Knitter; L. Lequin; D. Murphy; L. Orr; B. Roy; B. St. Laurent; D. Salée; S. Scheinberg; A. Sharma; F. Shaver; A. Synnott; M. Thomas; P. Thornton; T. Too; R. Tremblay; C. Vallejo; V. Zeman.

Regrets: C. Bayne; B. Bukowski; R. Swedburg.

Guests: S. Bergeron; D. Cassoff; F. Chalk; D. Chambers; A.M. Laurin; J. Lee; A. McAusland.

Documents Circulated an/or Considered at the Meeting:

ASFC 99-6M-A	Elections/Ratification of ASFC and Senate Committees
ASFC 99-6M-A-i	Arts and Science Faculty Council Steering Committee Ballot
ASFC 99-6M-B	Report of Program Closures as per the Academic Plan
ASFC 99-6M-C	Undergraduate Curriculum Proposals - Department of English
ASFC 99-6M-D	Establishment of the Montreal Institute for Genocide and Human Rights Studies as a Faculty Research Centre

1. Call to Order

Dean Singer called Council to order at 9:35 a.m. As was the tradition for the first meeting of the academic year, Dean Singer asked that all members introduce themselves and the unit they represented.

2. Approval of Agenda

99-6M-1 It was moved and seconded (Allor/Thornton) that the agenda be approved as circulated.
Carried

3. Approval of the Minutes from the Meeting of May 25, 1999

Dean Singer tabled the approval of the minutes of the meeting held on May 25th, 1999 to the meeting of October 22nd, 1999.

4. Business Arising from the Minutes

There was no business arising.

5. Annual Report from the Dean

Dean Singer welcomed Council to the inaugural meeting of the 1999-2000 academic year. He informed Council that his report would be videotaped and placed on the Faculty's website '<http://artsci-cwin.concordia.ca>'. He noted that these are exciting times for both Concordia University and the Faculty of Arts and Science as we refocus and rebuild for the 21st Century.

Rebuilding of the Full-Time Faculty Ranks:

- Our most important activity, particularly in light of more than 100 early retirements in our Faculty during the past four years is the hiring of 50 tenure-track professors.
- We have hired in 19 academic departments, in accordance with the Faculty's Academic Plan, reflecting an investment of \$2.5 million
- He thanked department chairs and departmental personnel committees for their hard work in this regard
- Part of this successful hiring is due to our competitive salaries, start-up monies, annual group and individual meetings with the Dean and/or their departmental chair
- The Faculty is intending to hire another fifty tenure-track professors over the next two to three years
- The Faculty's hiring priorities, based on the Academic Plan, were determined by departmental chairs in meetings with the Dean in the spring of 1999
- All positions have been advertised in a one-page ad in both CAUT and University Affairs
- This hiring of 100 tenure-track professors means that over 30% of our full-time faculty will have been hired in this five-year period and this exercise appears to be well ahead of the national trend

Student Enrolments

- We have experienced a 6% decline in undergraduate program students over the past three years (affecting all sectors and almost every department)
- However, we have maintained a remarkable stability in the registration of 95,000 students in our undergraduate courses
- We have sustained a serious decline in the humanities, a modest decline in the sciences and a significant increase in the social sciences and in our academic technology courses
- A preliminary look at fall 1999 registration compared to fall 1998 suggests that this stability is continuing
- Between nine and ten percent of our undergraduate registrations are from other faculties and two percent are independent students.
- We have a serious problem with graduate enrolments, namely the lack of timely information. This is mainly due to non-computerised registration and the fact that registration is done too late for us to accurately manage our resources
- It appears that our graduate enrolments are down resulting in a cut to our budget
- This problem of a lack of timely information will be addressed this year by our Faculty, the School of Graduate Studies and the Office of the Registrar

Curriculum

- Over the past two academic years we have implemented most curriculum-related recommendations contained in our Academic Plan
- A significant number of programs have undergone major overhaul

- We have introduced a new MA in Translation as well as upcoming diploma programs in environmental impact assessment and community economic development
- At the undergraduate level, we will be launching new majors in communication studies and information studies and the first new college in twenty years, Loyola International College
- We are committed to provide coherent “general education” options for our students and a report will come back to Council for discussion later this year

Research

- Despite a significant loss of senior professors, the Faculty continues to receive approximately \$6.5 million in research funding per year
- There has been a noticeable increase of funding in the past year from external agencies
- The Faculty has received \$3.5 million for the Centre for Structural and Functional Genomics and \$300,000 for the Centre for Research on Human Development from CFI
- The Faculty is pursuing CFI funding for new faculty hires
- The FCAR grant of the CRDH Centre has been renewed
- There are additional funds in the FCAR program for new faculty grants and our Faculty has had particular success in our applications to *nouveau chercheur*
- Our faculty members have continued to receive NSERC funding, either comparable or exceeding the national and provincial averages
- We are concerned about our success rate with SSHRC applications; our level of success falls below the national and provincial averages.

Space

- We expect a master space plan to be submitted to the City of Montreal within a few weeks
- We received the donation of a new building from the Canadian Jewish Congress - the Samuel Bronfman House. We are clustering a number of our highest profile research centres and community outreach activities in this facility.
- Our humanities departments are beginning their consolidation on the downtown campus and some of our buildings at the Loyola campus have undergone renovations this past summer

Budget

- The provincial government's draconian budgets cuts over the past four years have ended
- The Faculty balanced its operating budget in 1998-1999 and our budget for 1999-2000 is in good shape
- We have made major increases in our operating budget for teaching assistant support, to supplement the capital budget and to continue the full-time faculty hiring
- We have doubled our annual capital budget, and developed a five-year capital budget for the Faculty (to be reviewed annually)
- All administrative computers in the Faculty are being replaced over a three year period
- Our *frais indirect* budget, money received from research funding, will be nearly \$400,000 in 1999-2000. These funds are to assist with research activities in the Faculty.
- We have now privatized our undergraduate international enrolments; this year up 30%.

Academic Technology

- Our academic technology unit is at the core of our activities.

- We have refurbished the labs and have over 1,000 students enrolled in these courses this term alone.
- This unit is also responsible for a document management project (jointly with Xerox Canada) where we are transferring paper files into electronic form. We are the first university in Canada to do this.
- The university has received a major grant from the McConnell Foundation to upgrade instructional technology skills of our faculty.

International Cooperation

- We have significant increases in our international student enrolments this year, 39% at the undergraduate level and 3.5% at the graduate level.
- We have awarded over \$50,000 this year to many departments to provide bridge funding for new international activities.
- Travel funding, available to faculty members for conference participation, has been increased, for both international and national travel.

External Advisory Board

- We need to create an external advisory board; Arts and Science is now the only Faculty at Concordia University without such a board.
- This board will reinforce our links to the communities that we serve and assist with fundraising.
- Mr. Cam Gentile, Chairman of Uniboard Canada and one of our alumni, has agreed to act as Interim Chair of our new board
- We hope that the board will have a maximum of 15 members, mostly from outside the university and coming from business, government and the communityservice sector, alumni where possible.
- Nominations should be forwarded to the Dean as soon as possible.

Dean's Office

- The four vice-deans' portfolios have been adjusted this year, mostly due to the large amount of space planning the Faculty is involved with.
- There have been two new staff appointments (Derek Cassoff, Communications Coordinator and Diane Boulé, Secretary to the Dean) and searches are underway for a Fundraiser and a Student Recruitment Officer for our Faculty.
- The Dean's offices have consolidated on the second and third floors of the AD building at Loyola over the summer and the downtown office will be open five days a week beginning in October.

Conclusion

- Dean Singer thanked all members of the Faculty for their hard work and their assistance in bringing our Faculty into the 21st Century.

6. Remarks from the Vice-Deans

Vice-Dean Roy reported that:

- Draft copies of a document entitled *Draft of Proposed Policy Guidelines for the Ethical Review of Research Involving Humans* would be mailed out to Council members next week. Comments on this draft policy should be forwarded to Dr. Fred Bird, Chair of the committee. The University was expected, by the Tri-Council to have a policy in place by

the end of this semester.

- The Faculty received increased funding for the General Research Fund
- There were new guidelines for the FRDP program, it now primarily funds new tenure-track faculty. The new program has Phase I for equipment purchase immediately upon arrival and Phase II is for a maximum of two years and not for equipment.
- The Faculty has received an additional \$70,000 from SSHRC to assist new faculty – those who had been less than seven years in the rank of Assistant Professor.
- Most of the external granting agencies have increased their funding. Both his office and the Office of Research Services have further information.
- His office received twenty-three requests for additional space or renovations; he was uncertain when the renovation projects would commence.

Vice-Dean Knitter reported that:

- This was a performance review year and the first deadline for this exercise was February 1st, 2000.
- Contract renewals were coming up in October.
- His office was dealing with a number of early and deferred tenure considerations.
- The timely submission of grades was a serious responsibility of faculty and he urged chairs to remind their colleagues of the importance of this matter.

Vice-Dean Shaver reported that:

- The Office of Student Affairs had been consolidated at the Loyola campus. Students and faculty members, however, could leave 'Student Affairs' documents at the downtown office.
- She wished to reiterate the importance of submitting grades in a timely manner.
- Convocation in June 2000 would be one week earlier. She reminded Council that winter term grades for potential graduates would have to be in immediately. She suggested that term papers, etc. should not be submitted at the end of term unless faculty members were certain they could submit their grades within the three-day maximum allowed for potential graduates.
- Class I had been extended to include Counselling and Development. Letters were late going out this summer to students in failed standing and these students were being sent letters inviting them to register in a fall session of Class I. A committee would look at Class I to examine its success.
- Letters had gone out this summer, either from her or from the dean, to: all newly-admitted students; students who have studied here in past years but have not registered lately; and, last year's students who had not yet registered this fall.
- Information sessions would be given on new regulations for student request committees and tuition refunds. In addition, her office was organising workshops for advisors on services that are available to students.
- Information on the Code of Conduct, Academic, would be going out to departments in the near future.

Vice-Dean Murphy reported that:

- FCC and APC wished to know the curriculum plans for the 1999-2000 academic year. He asked that departments inform his office by October 6th if they would be having curriculum proposals or changes coming forward this year.
- Associate Dean Rosemary Hale, School of Graduate Studies, would be overseeing all appraisals in the university over the next few years. The university will need to have

faculty members serve on these appraisal committees. He suggested that each department should designate one faculty member to serve on one university-wide appraisal committee.

- He serves on a CREPUQ committee and handed out a working document on integrating technology into a pedagogical base.

7. Questions and Announcements

Dr. Thornton asked Dr. Knitter for clarification regarding paid and unpaid professional activities of faculty members.

Dr. Knitter responded that he had a written explanation of paid or unpaid, inside or outside professional activities available - to call his office. He gave Council a short description of the different aspects of these type of activities.

Dr. Lequin reported that the library at Université de Montréal was charging \$90 for a library card and \$140 for a CREPUQ library card.

Dr. Chalk, Chair of Concordia's University Library Committee, would investigate this matter and report to Dean Singer for Council's information.

Dr. Thornton said that she was very disturbed about the change to the shuttle service. Her department had scheduled courses on the Loyola campus based on the shuttle service in the past. A recent class at Loyola had two-thirds of the students arriving more than half an hour late due to the change in the schedule.

Dean Singer said that he would raise this with Vice-Rector Emond.

Dr. Tremblay said that the music from the Orientation concerts at the downtown campus this past week was so loud that classes could not be held in the annexes and the staff could not respond to telephone calls as they could not hear over the music.

Dean Singer that he would raise this with Vice-Rector Emond.

Dr. Lequin asked if her department could buy a drill to install the security devices for their new computers.

Dean Singer said that he would have someone in his office pursue that matter with her.

8. Reports from Other University Bodies

School of Graduate Studies - Dr. Hale reported that:

- Late registration of graduate students has been a long-standing problem for both the School and Faculties. This issue would be dealt with this academic year.
- All programs would be appraised within the next six years. This would be done by program, not by department as in the past.
- November 3rd would be the Graduate Awards Night in the D.B. Clarke Theatre.
- There were a number of new graduate fellowships available and urged Council members

- to check out their website.
- Her office was organising a number of mentoring workshops for graduate student supervisors.
- She would appreciate visiting departments regarding inter-disciplinary graduate programs.
- The School was finalizing the selection of the Governor General's Gold Medal.
- She would appreciate receiving nominations for Valedictorian for the Fall Convocation ceremony.
- Eighteen students from South Africa enrolled in the SIP program had passed their comprehensives and we hoped that most would graduate next spring with their MA's.

Board of Governors – Dr. Byers reported that:

- There is a search underway for a Dean of Commerce and Administration.
- There was also a search committee established for a Vice-Rector, Services. There had been some talk of abolishing the position of Vice-Rector, Services but the Rector has decided not to do that.
- The Rector would be announcing that the Capital Campaign had surpassed its goal of \$55 million.
- The university's deficit is down to \$11 million from a recent high of \$36 million.
- It was announced that the province's annual funding per student was down 18% but in Ontario funding per student was up 20%.
- The university hired 47 new tenure-track professors in 1998-1999, and a total of 79 hires in the past three years. However, the university has also had 68 resignations.
Dean Singer noted that most of these resignations were in the Commerce and Engineering Faculties.
- Vice-Rector Emond reported that his office would be overseeing \$5 million in renovations this year; no specific projects were mentioned.

9. Elections/Ratification - ASFC 99-6M-A

Arts and Science Faculty Council Steering Committee – for a period ending September 30, 2000
 Dr. William Byers, Lonergan University College
 Dr. William Bukowski, Psychology
 Dr. John Capobianco, Chemistry and Biochemistry
 Dr. Reeta Tremblay, Political Science
Elected by secret ballot.

- 99-6M-2 It was moved and seconded (Thornton/Tremblay) that Arts and Science Faculty Council approve the nominations for the following committees as acclaimed.
Carried.

Advisory Search Committee – Appointment of Academic Unit Head for June 1, 2000

Unit Name	Current Chair/Principal	ASFC Faculty Member From Another Unit
Chemistry and Biochemistry	Dr. J. Capobianco	Dr. W. Bukowski, PSYC
TESL Centre	Dr. P. Acheson	Prof. E. Jacobs, EDUC
School for Community & Public Affairs	Dr. D. Salée	Dr. A. Nash, GEOG
Science College	Dr. Geza Szamosi	Dr. P. Pfaus, PSYC

Senate: SCAPP – for a period ending May 31, 2002

Dr. Y. Chaubey, Mathematics and Statistics

Senate: Undergraduate Scholarships and Awards Sub-Committee – for a period ending May 31, 2001

Dr. R. Swedburg, Applied Human Sciences

10. Report of Program Closures as per the Academic Plan - ASFC 99-6M-B

Dr. Roy introduced the document ASFC 99-6M-B, Report of Program Closures as per the academic plan. Dr. Roy informed Council that FCC had proposed closure of five programs in three departments as outlined in the document. This document would be brought back for Council's approval at the meeting of October 22nd, 1999.

11. Undergraduate Curriculum Proposals - Department of English - ASFC 99-6M-C

Dr. Murphy introduced the curriculum proposals submitted by the Department of English and approved by the Faculty Curriculum Committee.

- 99-6M-3 It was moved and seconded (Murphy/Roy) that the undergraduate curriculum proposals submitted by the Department of English, document ASFC 99-6M-C be approved as circulated.
Carried.

12. Establishment of the Montreal Institute for Genocide and Human Rights Studies as a Faculty Research Centre

Dr. Roy introduced the document ASFC 99-6M-D. He asked for speaking privileges for Dr. Frank Chalk, Director of the Institute; there were no objections.

- 99-6M-4 It was moved and seconded (Roy/Murphy) that Arts and Science Faculty Council approve the establishment of the Montreal Institute for Genocide and Human Rights Studies as a Faculty Research Centre.
Carried, unanimously.

13. Other Business

Dean Singer reminded Council that the 10th Annual Concordia Shuffle would be held next Friday, September 24th. He would be 'shuffling' and challenged Council members and department chairs to walk with him. He added that he would pledge \$5.00 to any member of Council or any department chair who completed the Shuffle - but that he expected a reciprocal pledge.

14. Notices of Motion

There were no notices of motion besides the one made by Dr. Roy in Item 12 regarding proposed program closures.

15. Next Meeting of Council

Dr. Singer reminded Council that the next meeting would be held on Friday, October 22, 1999 at 9:30 a.m. in DL-200 and that Steering Committee would meet on Tuesday, October 12th at 1:00 p.m. in AD-229.

16. Adjournment

99-6M-5 It was moved and seconded (Allor/Thornton) that the meeting be adjourned at 11:31 a.m.